LEADS Daily Bulletin

September 28, 2023

Rap Sheet Accuracy

Officer safety, public safety, and fair hiring decisions depend on the accuracy and completeness of the criminal history data contained in an individual's rap sheet.

How accurate and complete the rap sheet data is, depends on the accuracy and completeness of the data reported to the Bureau of Identification (BOI) by arresting agencies, State's Attorney Offices, Circuit Clerk Offices, and custodial facilities. Agencies are advised to save the Document Control Number (DCN) to accurately reference for corrections or updates to the record.

Without an initial arrest fingerprint submission via Live Scan or fingerprint card, subsequent filing and sentencing decisions cannot be posted to a rap sheet without fingerprints.

Some helpful things to remember when making submissions to the BOI:

- Make sure all the mandatory fields are completed, and the data is legible and correct.
- Ensure the fingerprints submitted are clear and recorded correctly, i.e., not smudged, too much ink, correct purpose code and all information is recorded in the correct boxes.
- If a fatal error reject is received, the error must be corrected and re-submitted, nothing is posted to the rap sheet until this is accomplished.

If you have any questions, please contact the Bureau of Identification Customer Support ISP.BOI.Customer.Support@illinois.gov or at 815-740-5160.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date